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APR 28 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Establishment of [REDACTED] 25X1A8a  
Finance Division, Comptroller's Office

REFERENCES: (Attached as Tabs)

- Tab 1 - Staff Study, Comptroller's Office, 7 March 1953, "Establishment of [REDACTED] Accounts Branch, Finance Division". 25X1A8a
- Tab 2 - Memo, O & M Service, 20 April 1953, commenting upon staff study.
- Tab 3 - T/O Change Authorization Form 30-25, reflecting T/O proposal contained in Tab 1 (as modified by verbal request).

1. Tab 1 proposes the establishment of an additional organizational component within Finance Division to provide for the review and analysis of the financial status of [REDACTED] 25X1C4e activities. At the time the initial staff study was prepared it was proposed that the new component be established at the Section level. Subsequently, a verbal request was made by Finance Division, with the concurrence of the Comptroller, to establish the activity at the Branch level. Tab 1 further proposes that the [REDACTED] 25X1A8a Accounting activity consist of four positions, with the staffing to be accomplished without increase in the T/O through the re-allocation of four existing positions located in other components of Finance Division.

2. Tab 2, comments of O & M Service, presents an analysis of the functions to be performed by the proposed [REDACTED] 25X1A8a Accounts activity and concurs as to organizational soundness of establishing the proposed component at the Branch level. Additionally, O & M Service concurs in the number of proposed positions from a consideration of work load requirements.

3. Tab 3 represents a consolidation of the T/O proposal contained in the initial staff study as amended by verbal request and the recommendations of the Personnel Office as to position titles, series and grades which have been concurred with by the Comptroller.

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25X1A8a

4. It is recommended that the establishment of a [REDACTED] Finance Division, be approved within existing T/O and ceiling authorizations and with staffing as set forth in Tab 3.

25X1A8a

[REDACTED]  
Assistant Director (Personnel)

25X1A9a

3 Attachments  
As stated

Action by Approving Authority

Date 6 May 63  
Approved (~~Disapproved~~)  
Exceptions, if any

FOIAb3b

[REDACTED]  
Asst. Deputy Director  
(Administration)

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT